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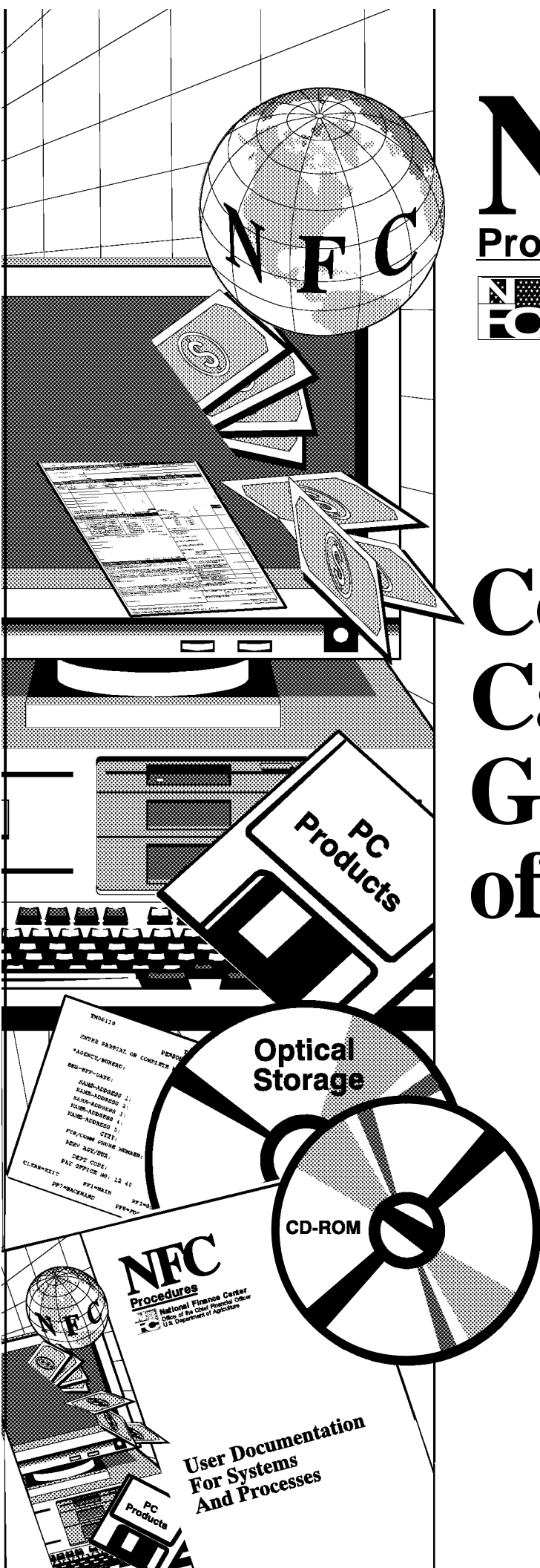
Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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Common Carriers – Government Bills of Lading (GBL)



TITLE II
Voucher and Invoice Payments Manual

CHAPTER 2
Travel And Transportation Payments

SECTION 4
Common Carriers –
Government Bills of Lading

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**Voucher And Invoice Payments Manual
Travel And Transportation Payments
Government Bills Of Lading (GBL)**

Title II
Chapter 2
Section 4

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Voucher And Invoice Payments Manual
Travel And Transportation Payments
Government Bills Of Lading (GBL)

(reserved)

About This Procedure

This procedure provides instructions for completing U. S. Government Bill of Lading (GBL) forms for freight or transportation services when payment is to be processed by the National Finance Center (NFC). The following information will help you to use the procedure more effectively and to locate further assistance if needed.

How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

Overview describes the processing of forms and provides related background information.

The **Exhibits** section includes illustrations such as examples of reports or other graphic information.

The **Appendixes** section contains reference information, such as code lists, accounting charts, tables, or excerpts from other documents.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids:

□ Block specifications are printed in italics. Example: **agency code** (*required, alphanumeric entry, 2 positions*).

□ For date blocks, you should enter the date in the day/month/year format “(dd/mm/yy)”. For example, March 23, 1996 would be entered **23/03/96**.

□ Data that you must enter exactly as shown is printed in **bold italics**. Example: For this type shipment enter the following: ***Household Goods***

□ Emphasized text within a paragraph is printed in **bold**. Example: This block **must** be completed.

□ Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example:...each copy is listed in **Appendix A**.

□ References to sections within the procedure are printed in bold as shown here. Example: The **Exhibits** section.

□ Important extra information is identified as a note. Example: **Note:** Only the **original** SF-1113 is acceptable for payment processing.

Who To Contact For Help

Telephone questions about processing Transportation System (TRAN) GBL documents should be limited to urgent matters requiring immediate attention. These questions should be directed to the Administrative Payments Branch, Travel and Transportation Section at **504-255-4878**. Carriers can contact the Travel and Transportation Section at **1-800-421-0323**. Questions that cannot be answered immediately will be researched and responded to within 5 days of receipt.

Inquiries that require lengthy research should be submitted in writing on Form AD-354, Request For Information, to:

Travel and Transportation Section
National Finance Center, USDA
P. O. Box 60000
New Orleans, LA 70160-0001

The inquirer should provide the following information when making written or telephone inquiries:

- Vendor name
- GBL document number, date issued, and date submitted
- Social Security number of the employee, if applicable
- Date SF-1103 or SF-1203 was submitted for processing
- Name, location, and telephone number of caller.

For detailed information about inquiry methods for accessing agency data, see Revision 5 of the Inquiry procedure, Title V, Chapter 1.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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Overview

Government Bills Of Lading's (GBL) are the primary documents used for transportation of supplies, material, and personal property by commercial carriers. The National Finance Center (NFC) processes payment for GBL's through the Transportation System (TRAN). Data captured through TRAN processing is used to provide management and accounting reports to agencies.

Preparing GBL's According To GSA/NFC Guidelines

Regulations governing the use of GBL's are prescribed by the General Services Administration (GSA). The instructions in this procedure relate to forms completion for TRAN processing and provide the necessary modifying instructions to supplement instructions provided by GSA. See GSA's guidelines in the booklet *How To Prepare And Process U.S. Government Bills Of Lading* (National Stock Number 7610-00-682-6740).

Agencies responsible for shipping goods must contact and procure the services of a carrier and then prepare the appropriate bill of lading form according to the GSA booklet and the supplemental guidelines in this procedure. The original form, along with the needed copies, should be presented to the carrier at the shipment origination point. The original should remain with the shipment until it reaches its final destination. At that time, the payee certification portion of the **Standard Form 1113 (SF-1113), Public Voucher for Transportation Charges** (delivery certificate) must be completed by the last line-haul carrier. The last line-haul carrier is the last carrier to handle the goods and is responsible for properly submitting the bill of lading and delivery certificate to NFC at the following address:

National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-0001

After reviewing the documents for accuracy and completeness, NFC enters the GBL into TRAN and processes payment to the carrier.

Prompt Payment Of GBL's

To ensure payment is made to carriers within 30 days as required by the Prompt Payment Act, agencies should make every effort to provide complete and accurate information on the bill of lading. Particular attention must be given to ensure that the accounting data is current and valid and, where appropriate, the employee social security number is valid.

The original GBL and the corresponding original SF-1113 with the Payee's Certification section com-

pleted must be submitted to NFC, by the carrier, for prompt processing. NFC date stamps the SF-1113, reviews the related GBL for completeness, and enters it into the Transportation System. Incomplete documents are returned to the carrier within 7 days of receipt with a dated letter that describes the reason for the return.

The date the complete SF-1113 and bill of lading are received at NFC determines the payment due date. Payments must be received by the vendor within 30 days of bill receipt by NFC.

If the payment due date is not met, interest is automatically assessed and included with the payment. Detailed information involving the payment of GBL's using the standards described in the Prompt Payment Act can be found in Title II, Chapter 1, Section 1.

Forms Used In Shipping Goods

When it is necessary to ship goods in the interest of the Government, the agency arranging the shipment must prepare the proper bill of lading for freight processing and payment of the resultant charges. The **Standard Form 1103 (SF-1103), U.S. Government Bill of Lading (GBL)** is used for processing most shipments. The **Standard Form 1203 (SF-1203), U.S. Government Bill of Lading-Privately Owned Personal Property (PPGBL)** can be used in place of the SF-1103 for the shipment of household goods and personal effects. Both the GBL and the PPGBL utilize the **Standard Form 1109, U.S. Government Bill of Lading Continuation Sheet** when extra space is needed to provide complete data and the **Standard Form 1200, Government Bill of Lading Correction Notice** for bill of lading alterations or corrections. The **Standard Form 1113 (SF-1113), Public Voucher for Transportation Charges**, which must be completed by the carrier, is also required for bill of lading payment processing.

GBL's and PPGBL's are used for shipments within the United States or between points in the United States and any other country. When carriers are willing to accept GBL's or PPGBL's, these documents are also used for government shipments between points outside of the United States. GBL's and PPGBL's can be used for all modes of transportation, including rail, motor, air, inland, water, ocean, express, forwarders, and pipeline. In cases where GBL's or PPGBL's cannot be used, Federal Travel Regulations and the Federal Acquisition Regulations permit the use of purchase orders for the payment of transportation expenses.

The SF-1103, SF-1203, and SF-1109 are multi-copy forms, with a specific form number, form name, and purpose for each copy. Distribution and processing of these forms, as well as other forms used for GBL TRAN processing, are fully explained in GSA's publication,

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How To Prepare And Process U.S. Government Bills Of Lading, and in the paragraphs below.

SF-1103. The SF-1103 is used for the shipment of Government property and for the shipment of household goods and personal effects for employees who are changing official duty stations. This is an accountable document, used by agencies when charges are paid directly to commercial carriers. **Note:** Agencies are required to maintain accountability records of GBL's and are held accountable for their disposition.

The GBL is a 9-part set consisting of six different, colored forms. Corresponding continuation sheets are available as Standard Form 1109 (SF-1109), U.S. Government Bill of Lading Continuation Sheet. The GBL set and the continuation set are carbon-interleaved for simultaneous preparation. The standard form number for each copy of the GBL and the Continuation Sheet, the form title, and the color of each copy is listed in **Appendix A**. The nine parts of the SF-1103 are described below:

- SF-1103 (white). This is the original GBL which contains the terms and conditions of the contract of transportation, the description of the items that are being shipped, and the certificate of delivery. This document is submitted to the NFC for payment after services have been rendered.
- SF-1103-A (yellow). These are memorandum copies consisting of four parts. They are used by Federal agencies for administrative purposes. (See [How To Prepare And Process U.S. Government Bills Of Lading.](#))
- SF-1103-B (blue). This is the GBL memorandum copy which pertains to the consignee. It contains instructions on the back of the form concerning actions required of the consignee when the shipment is received. This copy is used to verify the correctness of the shipment.
- SF-1104 (pink). This is the shipping order which is retained by the carrier or his agent at the shipping point.
- SF-1105 (white). This is the original freight waybill which accompanies shipment or is otherwise conveyed to the destination according to carrier instructions.
- SF-1106 (white). This is the carrier's copy of the freight waybill.

The SF-1103, SF-1104, SF-1105, and SF-1106, must be given to the carrier or the carrier's agent at the time shipment is tendered. The carrier's agent must sign and date the SF-1103 to certify receipt of the shipment and the bill of lading. The original GBL is retained with the shipment or forwarded to the last line-haul carrier for completion of the Certificate Of Carrier Billing on the

GBL. Any loss, damage or shortage should be noted on the carrier's delivery documents at the time of delivery. The billing carrier is responsible for completing the GBL according to GSA instructions and for submitting it to NFC for payment.

SF-1203. This is an accountable document which can be used by agencies in place of the SF-1103 to ship household goods and personal effects for employees who are changing official duty stations. **Note:** Agencies are required to maintain accountability records of PPGBL's and are held accountable for their disposition.

The PPGBL is a 7-part set consisting of five different colored forms. Corresponding continuation sheets are available as the SF-1109. The PPGBL set and continuation set are carbon-interleaved for simultaneous preparation. The standard form number for each copy of the PPGBL and the Continuation Sheet, the form title, and the color of each copy is listed in **Appendix B**. The seven parts of the SF-1203 are described below:

- SF-1203 (white). This is the original PPGBL which contains the terms and conditions of the contract of transportation, the description of the items that are being shipped, and the certificate of delivery. This document is submitted to the NFC for payment after services have been rendered.
- SF-1203-A (yellow). These are memorandum copies consisting of three parts. They are used by Federal agencies for administrative purposes. (See [How To Prepare And Process U.S. Government Bills Of Lading.](#))
- SF-1203-B (blue). This is the PPGBL memorandum copy which pertains to the consignee. It is given to the property owner prior to delivery of the shipment. It contains instructions for the property owner to verify the correctness of the shipment upon delivery.
- SF-1204 (pink). This is the shipping order which is retained by the carrier's agent at the shipping point.
- SF-1205 (white). This is the original freight waybill. It accompanies the shipment or is otherwise conveyed to the destination according to carrier instructions.

The SF-1203, SF-1204, and SF-1205 must be given to the carrier or the carrier's agent at the time shipment is tendered. The carrier's agent must sign and date the SF-1203 to certify receipt of the shipment. The SF-1203 remains with the shipment or is forwarded to the last line-haul carrier for completion of the Certificate Of Carrier Billing For Charges shown on the PPGBL. Any loss, damage or shortage is noted on the carrier's delivery documents at the time of delivery. The billing carrier is responsible for completing the SF-1203 and for submitting it to NFC for payment with a SF-1113.

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SF-1109. This form is used when extra space is needed for the completion of the SF-1103 or the SF-1203.

SF-1200. This form is used to correct a SF-1103 or SF-1203 after distribution. Copies prepared and distributed are determined by the agency. Recipients make the appropriate correction on the SF-1103 or SF-1203 and attach it to the document. One copy of the SF-1200 must be submitted to the address below for GBL's or PPGBL's processed by NFC:

National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-0001

NFC will cross-reference the SF-1200 to the corresponding SF-1103 or SF-1203. If the SF-1103 or SF-1203 has not been paid, NFC makes the corrections indicated prior to payment and attaches the SF-1200 to the bill of lading. If the SF-1103 or SF-1203 has been paid, NFC attaches the SF-1200 to the paid SF-1103 or SF-1203. The agency is responsible for reporting an overpayment to NFC. The NFC is responsible for collecting any overpayments made for transportation services caused by errors in computation and/or failure of the carrier to deduct the proper amount for services performed by the Government.

SF-1113. This 2-part, carbon-interleaved form is the voucher for bill of lading charges and consists of the original, **Standard Form 1113 (SF-1113), Public Voucher for Transportation**, and the second copy, **Standard Form 1113-A (SF-1113-A), Memorandum Copy**. The last line-haul carrier is required to complete this form and submit the original to NFC with the SF-1103 or SF-1203. **Note:** Only the original SF-1113 with the Payee's Certificate section completed is acceptable for TRAN payment processing..

For GBL TRAN processing, the completed original bill of lading is submitted directly to NFC by the carrier with the completed, original SF-1113 for payment. NFC pays the carrier according to the data provided on the GBL or PPGBL and the SF-1113. NFC will contact agency personnel when additional data is needed. **Notes:** (1)Only the **original** SF-1113 is acceptable for payment processing. (2)NFC does not process Ocean Bill of Lading forms.

Loss And Damage

In case of loss or damage, the consignee must make certain the carrier's representative signs any loss or damage notations on the carrier's delivery documents. The consignee should promptly file loss and damage claims with the carrier and notify the GSA National Customer Service Center (NCSC) of all discrepancies and defi-

ciencies. The NCSC may be reached 24 hours a day at **1-800-488-3111**.

Responsibilities

Listed below are the general responsibilities of the primary organizations involved in data processing and system maintenance for GBL processing.

NFC:

- ☐ Ensures adequate audit review of SF-1113's and related GBL's prior to processing payment to carriers.
- ☐ Prepares and mails Report TRVL 3301, Computation of Employee Moving Expense Reimbursement to the employee when a GBL is issued for transportation of household goods and personal effects.
- ☐ Includes moving expense allowance on the employee's Form W-2, Wage and Tax Statement, ensuring proper tax reporting for employees.
- ☐ Forwards original paid transportation bills and all supporting documentation to GSA for postpayment audit.
- ☐ Publishes GSA directed transportation carrier bankruptcy notices (**Exhibit 1**) to agencies.
- ☐ Forwards bills to GSA for freight services for carriers that have filed bankruptcy.
- ☐ Establishes payment due dates consistent with sound cash management practices and makes payments to vendors in accordance with provisions of the Prompt Payment Act and this procedure.
- ☐ Forwards Bills of Collection to the employee for charges paid on the GBL which are the employee's responsibility. (e.g. household goods shipped in excess of the 18,000 pound maximum)

The Agency:

- ☐ Provides instruction to employees in the to preparation of GBL's and PPGBL's by using these instructions and GSA's guide, How To Prepare And Process U.S. Government Bills Of Lading.
- ☐ Ensures that only current GBL and PPGBL forms are ordered and used.
- ☐ Ensures that valid accounting codes and other pertinent data are included on GBL's and PPGBL's submitted to NFC for payment processing.
- ☐ Takes action to comply with bankruptcy notices submitted to agencies by the NFC.

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- Maintains records and controls GBL and PPGBL stock.
- Disposes of spoiled, obsolete, canceled or otherwise unused accountable forms by burning or shredding and reports their serial numbers by memorandum to GSA at:

GSA Furniture Commodity Center
Attn: Standard Forms Section (FCNI)
Washington, DC 20406

Reports

The following two reports are generated in the TRAN System:

TRVL3301, Computation of Employee Moving Expense Reimbursement (Exhibit 2). The information

on this report is produced after GBL payment processing for shipment of an employee's household goods and personal effects. It identifies the taxable and non-taxable transportation charges, as well as, all relocation allowances and the recipient of TRAN payments (direct to vendor or reimbursed to employee). TRVL 3301 also provides a detailed computation of the relocation income tax allowance. This report is mailed to the employee's residence address. Data from this report is also included on the employee's Form W-2, Wage and Tax Statement, which is compiled by NFC.

TRAN-4206-M, Monthly Summary of Transactions (Exhibit 3). A report that is distributed monthly to agencies. This report provides a summary of payments which are charged to the agency's accounting classification for the prior month. It should be used by agencies to determine the validity of payments charged to the accounting classification identified on the report.

**Completion Instructions For Standard Form 1103 (SF-1103),
U. S. Government Bill Of Lading (GBL)**

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Completing SF-1103

To transport supplies, materials, and household goods and personal effects, agencies must complete the SF-1103 (**Figure 1**). To process payment, carriers must submit to NFC the GBL and properly completed original SF-1113. Agencies should complete the GBL in accordance with GSA's guide, *How To Prepare And Process U.S. Government Bills Of Lading*, and guidelines essential to the NFC for processing payment to the carrier. The following completion instructions relate to forms completion for TRAN processing and provide the necessary modifying instructions to supplement instructions provided by GSA. **Note:** The numbers below correspond to the block numbers indicated on the SF-1103

12. Appropriation Chargeable. Enter the following codes to ensure proper payment:

□ The current **agency assigned accounting classification or management code** (*required, numeric entry, up to 35 positions*) in the format specified for your agency.

□ For Forest Service, enter the **Region and Unit code** (*numeric entry, 4 positions*). For example, Forest Service Region 06, Unit 07 would be **0607**.

Notes: (1) For clarity, be sure to leave space between these two codes. (2) To expedite processing, be sure the accounting classification and management codes are current and valid.

13. Bill Charges To. Enter the NFC mailing address as follows:

*National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-0001*

In the section of the block labeled **Agency Loc Code**, enter the agency's two position alphanumeric code.

15. Marks And Annotations. This block should be left blank except when the shipment covers household goods and personal effects. For this type shipment enter the following:

- Write or type the words **Household Goods**.
- Write or type the words **Social Security Number** followed by the employee's 9-digit social security number.
- Write or type the words **Maximum Weight Allowance** followed by the amount of weight authorized expressed in pounds. **Note:** If the shipment exceeds the maximum weight allowance authorized on the AD-202R, Travel Authorization/Advance, Attachment for Relocation Travel, NFC will bill the employee for the overage.
- Write or type the words **Travel Authorization Number** followed by the 13-position alphanumeric authorization number from the corresponding AD-202, Travel Authorization/Advance.

The carrier submits the original GBL, Form SF-1103, which accompanies the shipment, to NFC for processing, with the original SF-1113, to the address in Block 13.

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This is an Accountable Form

U.S. GOVERNMENT BILL OF LADING				ORIGINAL	B/L NO. ▶
1. TRANSPORTATION COMPANY TENDERED TO		2. SCAC		3. DATE B/L PREPARED	
5. DESTINATION (Name, address and ZIP code)		6. SPLC (Dest.)		8. ORIGIN (Name, address and ZIP code)	
		7. SPLC (Orig.)			
9. CONSIGNEE (Name, address and ZIP code of installation)		10. GBLOC (Cons.)		11. SHIPPER (Name, address and ZIP code)	
12. APPROPRIATION CHARGEABLE				13. BILL CHARGES TO (Dept./agency; bureau/office mailing address and ZIP code)	
14. VIA (Route shipment when advantageous to the Government)				AGENCY LOC CODE	
15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directions No. 2 on reverse)					
Household Goods Social Security Number XXX-XX-XXXX Maximum Weight Allowance XXXXX Travel Authorization Number XXXXXXXXXXXXXXX					
16. PACKAGES		17. 18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)		19. WEIGHT* (Pounds only)	
NO.	KIND	CLASSIFICATION ITEM NO.		FOR USE OF BILLING CARRIER ONLY	
				Services	Rate
				Charges	
				TOTAL CHARGES	
20. TARIFF/SPECIAL RATE AUTHORITY		21. PICKUP SERV. FURNISHED <input type="checkbox"/> YES SHIPPER'S INITIALS <input type="checkbox"/> VEHICLE FULLY LOADED		22. CARRIER WAY/FREIGHT BILL NO. AND DATE	
23. STOP THIS SHIPMENT AT		24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS			
INITIALS & NO.		SEAL NUMBERS		LENGTH/CUBE	
				MARKED CAPACITY	
FOR:		APPLIED BY:		DATE FURNISHED	
25. CARRIER'S PICKUP DATE (Year, month, & day)		26a. SIGNATURE OF AGENT		26b. PER	
				B/L NUMBER	
27. MODE		28. ESTIMATE		29. NO. OF CLS/TLS	
				30. TYPE RATE	
				31. PSC	
				32. REASON	
Received by the transportation company named above, subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.					
FOR USE OF ISSUING OFFICE				CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES	
33a. ISSUING OFFICE (Name and complete address)				34a. DELIVERED ON (Year, month & day)	
				34b. AT (Actual delivery point)	
33b. GBLOC				34c. BY (Name of delivering carrier)	
33c. ISSUING OFFICER				34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED	
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY				34e. CARRIER OS&D REPORT ATTACHED <input type="checkbox"/>	
				34f. DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/>	
33f. FOB POINT NAMED IN CONTRACT				34g. ACCESSORIAL SERVICES CERTIFICATION ATTACHED <input type="checkbox"/>	
				34i. NAME OF BILLING CARRIER	
				34j. SIGNATURE OF CARRIER'S AGENT	

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

NSN7540-00-656-1476

1103-121

STANDARD FORM 1103 (Rev. 4-85)
 PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 1. Standard Form SF-1103, U.S. Government Bill Of Lading (sample)

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**Completion Instructions For Standard Form 1203 (SF-1203),
U.S. Government Bill Of Lading – Privately Owned Personal Property (PPGBL)**

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Completing SF-1203

To ship household goods and personal effects, agencies can complete the SF-1203, (**Figure 2**). To process payment, carriers must submit the PPGBL, with the original SF-1113, signed by the payee, to NFC. Agencies should complete the PPGBL in accordance with GSA's guide, How To Prepare And Process U.S. Government Bills Of Lading, and guidelines essential to the NFC for processing payment to the carrier. The following completion instructions relate to forms completion for TRAN processing and provide the necessary modifying instructions to supplement instructions provided by GSA. **Note:** The numbers below correspond to the block numbers indicated on the SF-1103.

21. Bill Charges To. Enter the NFC mailing address:

*National Finance Center, USDA
P.O. Box 60000
New Orleans, LA 70160-0001*

24. Appropriation Chargeable. Enter the following codes to ensure proper payment:

- The current **agency assigned accounting classification or management code** (*required, numeric entry, up to 35 positions*) in the format specified for your agency.
- The **agency code** (*required, alphanumeric entry, 2 positions*). For Forest Service, insert a slash (/) after the agency code and enter the **Region and Unit code** (*numeric entry, 4 positions*). For example, Forest Service Region 06, Unit 07 would be entered **11/ 0607**.

Notes: (1) For clarity, be sure to leave space between these two codes. (2) To expedite processing, be sure the accounting classification and management codes are current and valid.

The carrier submits the original PPGBL, Form SF-1203, which accompanies the shipment, to NFC for processing, with the original SF-1113, at the address in Block 21.

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U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY				ORIGINAL B/L NO.																																																	
1. TRANSPORTATION COMPANY (if agent) TENDERED TO		2. SCAC	3. SERVICE CODE	4. SHIPMENT NO. OF	5. DATE B/L ISSUED																																																
6. REQUESTED PICKUP DATE	7. REQUESTED PICKUP DATE	8. REQUIRED DELIVERY DATE	<div style="border: 1px solid black; padding: 5px; text-align: center;"> IMPORTANT <small>Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B, Memorandum Copy, to be furnished to consignee (property owner).</small> </div>																																																		
13. EXTRA PICKUP/DELIVERY (Complete address)																																																					
10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE			11. AUTHORITY FOR SHIPMENT (Order No., Par. No., HO)																																																		
12. DATE OF ORDER			14. DEPARTMENT/AGENCY																																																		
15. TRANSPORTATION CONTROL NO.			17. FULL NAME OF SHIPPER																																																		
16. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.			19. FROM (Complete address of point of pickup) (See block 13)																																																		
18. CONSIGNEE (Name and destination delivery address) (See block 13)			21. BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address)																																																		
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE GBLOC #			24. APPROPRIATION CHARGEABLE																																																		
22. VIA (Names of interlining carriers)			23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.																																																		
25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">26. PACKAGES</th> <th rowspan="2" style="text-align: left;">27. DESCRIPTION OF SHIPMENT* (Specify)</th> <th rowspan="2" style="text-align: left;">28. WEIGHT †</th> <th colspan="3" style="text-align: left;">FOR USE OF DESTINATION CARRIER ONLY</th> </tr> <tr> <th style="text-align: center;">NO.</th> <th style="text-align: center;">KIND</th> <th style="text-align: center;">SERVICES</th> <th style="text-align: center;">29. RATE</th> <th style="text-align: center;">30. CHARGES</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>GROSS #</td> <td>LINE-HAUL TRANSPORTATION</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>TARE #</td> <td>PACKING/UNPACKING</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>NET #</td> <td>OTHER ACCESSORIAL SERVICES</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="3"></td> <td>† incl professional books, papers, and equipment weighing</td> <td colspan="3" style="text-align: center;">TOTAL #</td> </tr> <tr> <td colspan="7">31. TARIFF OR SPECIAL RATE AUTHORITIES</td> </tr> </tbody> </table>						26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT †	FOR USE OF DESTINATION CARRIER ONLY			NO.	KIND	SERVICES	29. RATE	30. CHARGES				GROSS #	LINE-HAUL TRANSPORTATION						TARE #	PACKING/UNPACKING						NET #	OTHER ACCESSORIAL SERVICES							† incl professional books, papers, and equipment weighing	TOTAL #			31. TARIFF OR SPECIAL RATE AUTHORITIES						
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31. TARIFF OR SPECIAL RATE AUTHORITIES																																																					
<div style="display: flex; justify-content: space-between;"> <div> <p>* Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon.</p> <p style="text-align: center;">B/L NO. </p> <p style="text-align: center;">CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING</p> <div style="display: flex; justify-content: space-between;"> <div>33a. NAME OF TRANSPORTATION COMPANY</div> <div>33b. DATE OF RECEIPT OF SHIPMENT</div> </div> <div style="display: flex; justify-content: space-between;"> <div>33c. SIGNATURE OF AGENT/DRIVER</div> <div>33d. PER</div> </div> </div> <div> <p>32a. ISSUING OFFICER (Name and title)</p> <p>32b. ISSUING OFFICE (Name and complete address) GBLOC #</p> <p>34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>UNAUTHORIZED ITEMS</td> <td>EXCESS DISTANCE</td> <td rowspan="2">Other (Explain under remarks)</td> </tr> <tr> <td>EXCESS VALUATION</td> <td>EXCESS WEIGHT</td> </tr> </table> </div> </div>						UNAUTHORIZED ITEMS	EXCESS DISTANCE	Other (Explain under remarks)	EXCESS VALUATION	EXCESS WEIGHT																																											
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EXCESS VALUATION	EXCESS WEIGHT																																																				
CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT																																																					
35a. ON (Date)		35b. AT (Actual delivery point)		35c. THE (Name of delivering carrier)																																																	
35d. DELIVERED THIS CONSIGNMENT TO <input type="checkbox"/> STORAGE IN TRANSIT <input type="checkbox"/> RESIDENCE		35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER OSAD REPORT ATTACHED		35f. SIGNATURE OF CARRIER'S AUTHORIZED AGENT																																																	
35f. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)																																																					

† Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit.

STANDARD FORM 1203 (7-87)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 2. Standard Form 1203, U.S. Government Bill Of Lading – Privately Owned Personal Property (sample)

**Voucher And Invoice Payments Manual
Travel And Transportation Payments
Government Bills Of Lading (GBL)**

Exhibits

**Voucher And Invoice Payments Manual
Travel And Transportation Payments
Government Bills Of Lading (GBL)**

NFC Bulletin, Notice Of Bankruptcy



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

Title: II, Voucher and Invoice Payments Manual

Chapter: 2, Travel and Transportation Payments, Section 4, Government Bills of Lading

Bulletin: 95-X , Notice of Bankruptcy – Bob’s Steam Co., Inc.

Date: December 8, 1995

To: Holders of Common Carriers – Government Bills of Lading Procedure

Purpose

To notify agency offices that a petition for an arrangement has been filed under Chapter VII in the U.S. Bankruptcy court on behalf of the following carrier:

Carrier: Bob’s Steam Co., Inc.

Address: 111 East St.
Suite 123
Anywhere, FL 32121

Date of Filing: October 11, 1995

Case Number: 95-12345-8P1

Court: U.S. Bankruptcy Court
Southern District of Florida

SCAC: BOBS

Action by Agencies

To protect the interest of the U.S. Government, all bills for transportation by this carrier should be:

- Marked to indicate the date the shipments were picked up.

Filing
Instructions: File this bulletin in front of your Common Carriers – Government Bills of Lading procedure.

Expiration
Date: Please continue this procedure until you are otherwise notified.

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**Voucher And Invoice Payments Manual
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Title II
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Page 2

NFC Bulletin, Notice Of Bankruptcy

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Action by NFC

Bills for freight services prior to October 11, 1995, for Bob's Steam Co., Inc., which are pre-petition billings, will be forwarded by the National Finance Center to the General Services Administration (GSA) for preaudit and settlement.

Bills for freight services on or after October 11, 1995, for Bob's Steam Co., Inc., which are post-petition billings, will be paid and the paid bills will be forwarded to GSA.

Inquiries

Please direct all inquiries to the Travel and Transportation Section at **504-255-4878**.

RONALD R. BERNHARD, Acting Director
Financial Services Division

**Voucher And Invoice Payments Manual
Travel And Transportation Payments
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TRVL3301, Computation Of Employee Moving Expense Reimbursement



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

COMPUTATION OF EMPLOYEE MOVING EXPENSE REIMBURSEMENT
VOUCHER AND 1996 YEAR-TO-DATE
(SENSITIVE PERSONNEL DATA - USE IS RESTRICTED)

TRVL3301

AGENCY 02
SOCIAL SECURITY NUMBER 123 45 6789
AUTHORIZATION NUMBER 6CS01234567890
OVER 50 MILES Y
MOVING EXPENSES AND ALLOWANCES

XX/XX/XX

CURRENT VOUCHER

	AMOUNT PAID TO EMPLOYEE	AMOUNT PAID TO 3RD PARTY	AMOUNT OF NONTAXABLE REIMBURSE	AMOUNT OF TAXABLE REIMBURSE
MOVING EXPENSES:				
TRANSPORTATION AND TEMPORARY				
STORAGE OF HOUSEHOLD GOODS	.00	632.04	632.04	.00
TRAVEL BETWEEN DUTY STATIONS	.00	.00	.00	.00
MEALS BETWEEN DUTY STATIONS	.00			.00
HOUSEHUNTING TRIP EXPENSES	.00	.00		.00
TEMPORARY QUARTERS	.00			.00
RESIDENCE SALE, PURCHASE OR				
UNEXPIRED LEASE EXPENSE	.00			.00
NONTEMPORARY STORAGE OF GOODS	.00	.00		.00
SHIPMENT/STORAGE OF POV		.00	.00	
MISCELLANEOUS EXPENSES	.00			.00
RELOCATION INCOME TAX ALLOW	.00			.00
TOTAL MOVING EXPENSES	.00	632.04	632.04	.00
RELOCATION SERVICE COMPANY		.00		
ADD:				
WITHHOLDING TAX ALLOWANCE				
(38.88889% OF TOTAL TAXABLE MOVING EXP)				.00
LESS WITHHOLDING:				
FEDERAL INCOME TAX				.00
STATE INCOME TAX				.00
FICA				.00
HIT				.00
LESS AMOUNT TO 3RD PARTY				632.04
ADD NONTAXABLE REIMBURSEMENT				632.04
AMOUNT AVAILABLE TO TRAVELER				.00
LESS AMOUNT APPLIED TO ADVANCE				.00
LESS AMOUNT APPLIED TO BILL				.00
NET DUE TO TRAVELER				.00

FOOTNOTE: ADVANCE AMOUNT OUTSTANDING IS \$ 0.00

SUSAN DOE
1234 MERRY RD.
ANYWHERE, VA 12345-6789

**Voucher And Invoice Payments Manual
Travel And Transportation Payments
Government Bills Of Lading (GBL)**

Title II
Chapter 4
Section 2

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TRVL3301, Computation Of Employee Moving Expense Reimbursement



United States
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COMPUTATION OF EMPLOYEE MOVING EXPENSE REIMBURSEMENT
(SENSITIVE PERSONNEL DATA – USE IS RESTRICTED)

TRVL3301

PAGE 2

AGENCY 02
SOCIAL SECURITY NUMBER 123 45 6789

XX/XX/XX

MOVING EXPENSES AND ALLOWANCES

1996 YEAR-TO-DATE

	<u>AMOUNT PAID TO EMPLOYEE</u>	<u>AMOUNT PAID TO 3RD PARTY</u>	<u>AMOUNT OF NONTAXABLE REIMBURSE</u>	<u>AMOUNT OF TAXABLE REIMBURSE</u>
MOVING EXPENSES:				
TRANSPORTATION AND TEMPORARY				
STORAGE OF HOUSEHOLD GOODS	.00	1,901.86	1,901.86	.00
TRAVEL BETWEEN DUTY STATIONS	.00	.00	.00	.00
MEALS BETWEEN DUTY STATIONS	.00			.00
HOUSEHUNTING TRIP EXPENSES	.00	.00		.00
TEMPORARY QUARTERS	1,435.50			1,435.50
RESIDENCE SALE, PURCHASE OR				
UNEXPIRED LEASE EXPENSE	.00			.00
NONTEMPORARY STORAGE OF GOODS	.00	.00		.00
SHIPMENT/STORAGE OF POV		.00	.00	
MISCELLANEOUS EXPENSES	.00			.00
RELOCATION INCOME TAX ALLOW	<u>.00</u>			<u>.00</u>
TOTAL MOVING EXPENSES:	1,435.50	1,901.86	1,901.86	1,435.50
RELOCATION SERVICE COMPANY		.00		
ADD:				
WITHHOLDING TAX ALLOWANCE				
(38.88889% OF TOTAL TAXABLE MOVING EXP)				558.25
LESS WITHHOLDING:				
FEDERAL INCOME TAX				558.25
STATE INCOME TAX				55.83
FICA				123.61
HIT				28.91
LESS AMOUNT TO 3RD PARTY				1,901.86
ADD AMOUNT OF NONTAXABLE REIMBURSEMENT				1,901.86
AMOUNT AVAILABLE TO TRAVELER				1,227.15
LESS AMOUNT APPLIED TO ADVANCE				.00
LESS AMOUNT APPLIED TO BILL				<u>.00</u>
AMOUNT PAID TO TRAVELER				1,227.15

THE WITHHOLDING TAX ALLOWANCE (WTA), PAID IN YEAR 1, COVERS FEDERAL INCOME TAX WITHHOLDING LIABILITY ON TAXABLE REIMBURSEMENTS IN YEAR 1. THE RELOCATION INCOME TAX ALLOWANCE (RIT) IS CALCULATED IN YEAR 2 TO COVER THE TAX LIABILITY ON ADDITIONAL INCOME RESULTING FROM WTA RECEIVED IN YEAR 1. IF THE RIT CLAIM RESULTS IN A POSITIVE AMOUNT, AN ADDITIONAL ALLOWANCE WILL BE PAID TO THE EMPLOYEE, IF, HOWEVER, THE RIT CLAIM RESULTS IN A NEGATIVE AMOUNT, THE EMPLOYEE WILL BE BILLED FOR THE EXCESS WTA AMOUNT PAID IN YEAR 1.

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Travel And Transportation Payments
Government Bills Of Lading (GBL)

Exhibit 3

TRAN-4206-M, Monthly Summary Of Transactions

DATE PREPARED		xx/xx/xx		TRAN-4206-M		TRANSPORTATION		MONTHLY SUMMARY OF TRANSACTIONS		FOR JANUARY		PAGE 2	
SUMMARY OF PAYMENTS CHARGED TO AGENCY VALID ACCOUNTING CLASSIFICATIONS						AGENCY 01 OFFICE OF THE SECRETARY							
CURRENT MONTH PAYMENTS						SUMMARY OF PAYMENTS CHARGED TO AGENCY UNIQUE ACCOUNTING CLASSIFICATION							
DOCUMENT TYPE	NUMBER OF DOCUMENTS	AMOUNT PAID	CURRENT MONTH ADJUSTMENTS	NUMBER OF DOCUMENTS	AMOUNT PAID	CURRENT MONTH PAYMENTS	NUMBER OF DOCUMENTS	AMOUNT PAID	PAID IN PRIOR MONTHS	NUMBER OF DOCUMENTS	AMOUNT PAID		
GBL	1	4,101.34	5	4,887.98									
GBL	2	844.38	5	9,958.43									
GBL	10	17,243.94	18	9,688.36									
GBL	14	2,615.36	16	3,713.15									
GBL	152	523,336.33	304	501,321.10					5	10,229.25			
GBL	370	733,250.74	1,722	2,899,474.76					11	20,432.64			
GEBA									1	10.00			
GEBA	1	126.20	2	1,292.13									
GEBA	3	294.50	12	2,024.74									
GTR	35	80,369.37	11	25,236.55									
GTR	163	380,066.27	70	1,436,934.31					3	682.00			
TOTALS	751	1,742,248.43	2,165	4,894,531.51					20	31,353.89			
TOTALS FOR CURRENT MONTH PAYMENTS -						751 AMOUNT 1,742,248.43							
TOTALS OF SUSPENDED ACTIONS PAID AND CHARGED TO AGENCY UNIQUE ACCOUNTING -						20 AMOUNT 31,353.89							

Appendixes

**Voucher And Invoice Payments Manual
Travel And Transportation Payments
Government Bills Of Lading (GBL)**

Appendix A

U.S. Government Bill Of Lading Set

Standard Form Number		Form Title	Color
Basic	Continuation		
1103	1109	U.S. Government Bill of Lading – Original	White
1104	1110	U.S. Government Bill of Lading – Shipping Order	Pink
1103–A	1109–A	U.S. Government Bill of Lading – Memorandum Copy	Yellow
1105	1111	U.S. Government Freight Waybill – Original	White
1106	1112	U.S. Government Freight Waybill – Carrier’s Copy	White
1103–A	1109–A	U.S. Government Bill of Lading – Memorandum Copy	Yellow
1103–B	1109–B	U.S. Government Bill of Lading – Memorandum Copy Consignee	Blue
1103–A	1109–A	U.S. Government Bill of Lading – Memorandum Copy	Yellow
1103–A	1109–A	U.S. Government Bill of Lading –Memorandum Copy	Yellow

**Voucher And Invoice Payments Manual
Travel And Transportation Payments
Government Bills Of Lading (GBL)**

Title II
Chapter 2
Section 4

Appendix B

U.S. Government Bill Of Lading – Privately Owned Personal Property Set

Standard Form Number		Form Title	Color
Basis	Continuation		
1203	1109	U.S. Government Bill of Lading – Privately Owned Personal Property – ORIGINAL	White
1204	1110	U.S. Government Bill of Lading – Privately Owned Personal Property – SHIPPING ORDER	Pink
1203-A	1109-A	U.S. Government Bill of Lading – Privately Owned Personal Property – MEMORANDUM COPY	Yellow
1205	1111	U.S. Government Freight Waybill – Privately Owned Personal Property – ORIGINAL	White
1203-B	1109-B	U.S. Government Bill of Lading – Privately Owned Personal Property – CONSIGNEE	Blue
1203-A	1109-A	U.S. Government Bill of Lading – Privately Owned Personal Property – MEMORANDUM COPY	Yellow
1203-A	1109-A	U.S. Government Bill of Lading – Privately Owned Personal Property – MEMORANDUM COPY	Yellow

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